



## Northwest Technology Center Technology/Equipment Checkout & Check-in Form

Date of Checkout: \_\_\_\_\_

Date of Return: \_\_\_\_\_

### Borrower Information:

Name: \_\_\_\_\_ Program/Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Status: ☐ Adult Student ☐ High School Student

### Equipment Details:

Device Type (Laptop, Tablet, etc.): \_\_\_\_\_

Brand/Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Accessories Included (Charger, Case, etc.): \_\_\_\_\_

Condition at Checkout: ☐ New ☐ Good ☐ Fair ☐ Poor

### Check Out Eligibility & Procedure:

- Students must demonstrate competency in using equipment and be in good standing with NWTC.
- Complete the checkout form (parent/guardian signature required if applicable).
- Inspect equipment before leaving; students are responsible for missing or damaged items upon return.
- Late, damaged, or non-functional returns may result in loss of checkout privileges.
- Students and parents/guardians are financially responsible for any damage or loss.
- Equipment must be used appropriately (no explicit content, violence, crime, etc.).

### Acknowledgment of Responsibility:

I understand I am responsible for the proper care and return of the equipment listed above. If lost, stolen, or damaged due to negligence, I may be held financially responsible.

Approximate Financial Obligation if Lost, Stolen, or Broken: \$ \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### IT Director Approval:

- Approved By (IT Director Name): \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Check-in Confirmation:

- Date Returned: \_\_\_\_\_
- Condition at Return: ☐ New ☐ Good ☐ Fair ☐ Poor

Received By (IT Staff Name): \_\_\_\_\_ Date: \_\_\_\_\_